

# SPEAR: Summer Programs Enrollment & Attendance Reporting

## *Attendance & Assessment Recording Manual*

### Overview

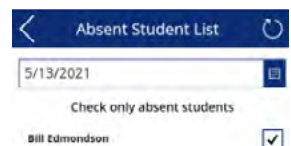
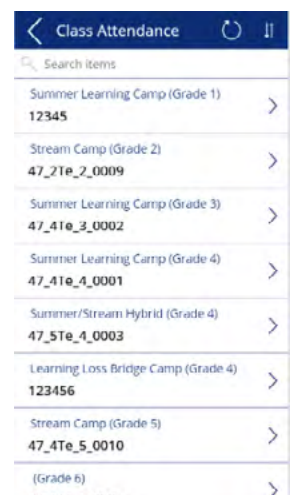
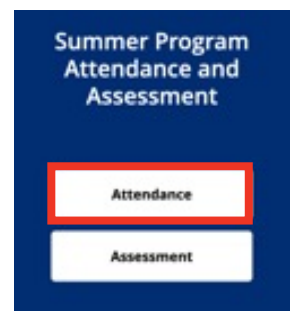
The Tennessee Department of Education (TDOE) is releasing an application for reporting enrollments and attendance/assessment information in the summer camp programs. This instruction overview provides information on recording attendance and pre and post camp assessment scores.

The attendance and assessment application is based on the classes created during enrollment.

### Attendance Reporting

Throughout the summer programs, districts will need to record when students are absent.

- 1 Login to TDOE Orion (<https://orion.tneducation.net>)**
- 2 Find the Summer Program Attendance Application icon on your dashboard. If you don't have one, please contact [dt.support@tn.gov](mailto:dt.support@tn.gov).**
  - > You can also navigate directly to the application here:  
[summer-school-prod.powerappsportals.com/attendance-app](https://summer-school-prod.powerappsportals.com/attendance-app)
- 3 Launch the application from Orion. This will take you directly to the home screen.**
- 4 Select the "Attendance" button. This will open a list of classes.**
  - > District Level Administrators will see all classes in all schools associated with a district
  - > School Level Administrators will see all classes within their school
  - > Teachers will see all classes to which they have been assigned.
- 5 Select the class to record attendance.**
- 6 Only check the box next to those students that are absent.**

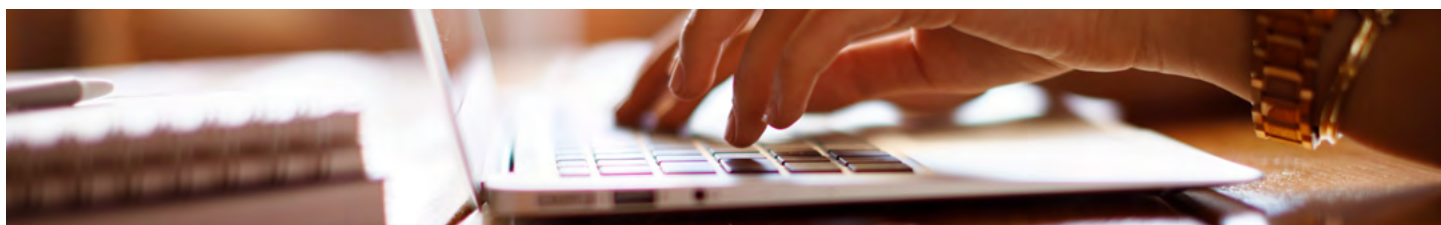


#### IMPORTANT:

- Make sure the date for which you are recording attendance is correct.
- You can change the date to see previous entries.
- The update will automatically save, select the <- arrow at the top left to return to the class list.

# SPEAR: Summer Programs Enrollment & Attendance Reporting

## Attendance & Assessment Recording Manual (continued)



## Assessment Score Reporting

During the summer programs, all grades will administer a pre and post assessment and record those scores within the application.

1

From the main page, select the "Attendance" button

2

From the class list screen, select the class for which you are recording the assessment scores

3

Select the student for assessment

4

In the correct section (Pre/Post Assessment), record the score on a scale of 1-10.

### IMPORTANT:

- If the assessment used text-to-speech, or was read to the student, you must also select the "Read Aloud" checkbox.
- Be sure to "Save Scores" to ensure proper score recording.
- Use the <- arrow at the top left to continue to the next student.